Filing a Return as a CNG Vendor Uploading a File Containing Data

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features
- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login ➤

Log in to your Account

Username: [ ]

Password: [ ]

Forgot your Password?

[Continue]

Create an Account

If you are not already using EPath to access your account, create an account now.

[**Create Account**]

[**Watch Video on Creating an Account**]

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

[**Make a Payment** ➤] If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

[**Due Dates Calendar**]

Access EPath Help from every screen

⬅Please refrain from using the browser's back button while using this site.
🔒This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement

Each ℹ️ has help information, simply point to the ℹ️ to display the information.

Main Menu ➤

File and/or pay taxes.
- ► File or Amend Return/Payment ℹ️
- ► Upload Additional Documentation ℹ️
- ► Payment Only ℹ️

Select an account function to perform.
- ► Add/Edit User Accounts ℹ️
- ► Cancel Licenses
- ► Print License Card
- ► Change Profile ℹ️
- ► Add a License

View History.
- ► View Account Activity ℹ️
- ► View Pending Items ℹ️
- ► View/Edit Pending Electronic Payments ℹ️
- ► View Deleted Electronic Payments ℹ️

[Log out]

Main Menu ➤

File and/or pay taxes.
- ➤ File or Amend Return/Payment ℹ️
- ➤ Upload Additional Documentation ℹ️
- ➤ Payment Only ℹ️

Tax Return Filing Menu ➤

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options
- ● File a Return For:
- ○ Amend a Return For: ℹ️
- ○ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-CV Wonder Woman Corporations (CNG Vendor) ▼

--Please select a Period--
FEB 2016 (Monthly Return)
JAN 2016 (Monthly Return)
DEC 2015 (Monthly Return)
NOV 2015 (Monthly Return)
OCT 2015 (Monthly Return)
SEP 2015 (Monthly Return)

○ Manual Data Entry

[Log out]   [Back] [Next]

Step 1: Use the dropdown boxes to display license numbers and returns

Step 2: Choose from Filing Options to file, amend, or edit returns

South Dakota Department of Revenue

Tax Return Filing Menu ➤

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

3000-1000-CV Wonder Woman Corporations (CNG Vendor)

◉ File a Return For:

FEB 2016 (Monthly Return)

○ Amend a Return For: ❶

You do not have a return that can be amended at this time

○ Edit a Saved Return:

You do not have a return that has been saved at this time

Select the Data Entry Method:

◉ Upload File Containing Data

○ Manual Data Entry

Log out

Back   Next

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 4: Click Next

Step 3: Choose a Data Entry Method to input a schedule

South Dakota
Department of Revenue

Example: Upload a File Containing Data

Data File Definition ➤

Main Menu
Logout

File Definition ➤
File Layout
File Upload
File Preview
View Return
Verify Info

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first [7] **lines of the file** ⬅ Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

1. ○ **Fixed Length:**

   ☐ File contains no line feeds

2. ◉ **Delimited File:**

   Field Delimiter: [Comma (,) ▼] ☐ Other: [   ]

   String Qualifier: [Double Quote (") ▼] ☐ Other: [   ]

The Delimited File defaults to "comma" and "Double Quote" No changes are needed

[Back] [Next]

Click Next

South Dakota Department of Revenue

Data File Layout

Filing FEB 2016 Return For 3000-1000-CV

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
View Return
Verify Info

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1	Schedule Type	2	Required
2	Carrier Name	100	Required
3	Carrier FEIN	10	Required
4	Mode	2	Required
5	Origin State	2	Required
6	Destination State	2	Required
7	Sold To	100	Required
8	Purchaser FEIN	10	Required
9	Transaction Date	8	Required
10	Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

Reset Layout | Save Layout

Back Next

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next.**

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/01/2016	12345	1500	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/02/2016	12345	2500	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/03/2016	12345	1200	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/04/2016	12345	800	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/05/2016	12345	500	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/06/2016	12345	900	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/07/2016	12345	1000	224
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/08/2016	12345	1500	224
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/09/2016	12345	1800	224
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/10/2016	12345	2500	224
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/11/2016	12345	3500	224
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/12/2016	12345	1500	224
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/13/2016	12345	500	224
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/14/2016	12345	500	224

❖ **When uploading a schedule into EPath the Data File Layout must match the uploaded schedule.**

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

❖ **You will only be reporting compressed natural gas sales so the product type entered will always be 224. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.**

Schedule Type	Description
8	This schedule type will be used to report transactions where the gallons were sold tax exempt to the US Government. This amount will be reported on <u>Line 1</u> of the tax return.
5	This schedule type will be used to report transactions where tax was collected on CNG used for fuel taxable purposes. This amount will be reported on <u>Line 2</u> of the tax return.

❖ **How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.**

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Data File Upload ➤

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
View Return
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

[Browse...]

[Add File]

Step 2: After you choose the file you wish to upload click <u>Add File</u>

Step 1: Click <u>Browse</u>

[Back] [Next]

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000-CV

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
CNG Vendor
CNG Summary
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

[Browse...]

[Add File]

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/20/2016 3:28:27 PM	H\Excel\CV Schedule.csv	1498

[Back] [Next]

❖ **Please Note: The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.**

Step 3: Click <u>Next</u>

SouthDakota
Department of Revenue

File Preview

Supplier File Preview ➤

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview ➤
CNG Vendor
CNG Summary
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Back   Next

Click Next

Example: Failed Download

If you did not get error messages click Next and skip the next slide

Step 1: If you get error messages click on View under Error Codes

View Results ➤

Filing FEB 2016 Return For 3000-1000-CV

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
Schedule Errors ➤
CNG Vendor
CNG Summary
Verify Info

These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Ca
Failed	View	8	A Carrier	12

‹ ›

Page 1 of 1 | Total Records: 1

Total Records: 14	View	Save	
Successful Records: 13	View	Save	
Invalid Records: 1	View	Save	

Step 3: Click Back

This will open a new window that describes the error.

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

Back   Next

	Motor Fuel Return Error Code Descriptions
109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurrs during the reporting period

South Dakota
Department of Revenue

Example: Failed Download Continued…

Supplier File Preview ›

Filing FEB 2016 Return For 3000-1000-CV

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview ›
CNG Vendor
CNG Summary
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Back | Next

Step 4: Click Back on the File Preview Page

Data File Upload ›

Filing FEB 2016 Return For 3000-1000-CV

Main Menu
Logout

File Definition
File Layout
File Upload ›
File Preview
View Return
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file aready exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Browse...

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/14/2016 5:01:07 PM	H\Excel\IX Schedule.csv	1136

Back | Next

To Upload New File
- ✓ Click Browse
- ✓ Upload Correct File
- ✓ Click Add File
- ✓ Click Next

Step 5: Click Delete and upload the corrected file

South Dakota Department of Revenue

Compressed Natural Gas (CNG) Vendor Tax Return

Main Menu
Logout

Data Entry
CNG Vendor ›
CNG Summary
Payment Method
Make Payment
Verify Info

SALES SUMMARY	
1. Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements Type 8)	7,500
2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	5,800
3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	13,300
TAX CALCULATION AND REMITTANCE	
4. Fuel Taxable Gallons (Record Amount from Line 2 here)	5,800
5. Fuel Tax Rate	$0.10
6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5)	$580.00
7. Interest	$23.20
8. Penalty(If filing after the due date)	$58.00
10. Total Remittance (Add Lines 6, 7, and 8)	$661.20

Calculate

Back   Next

TIP: Calculate entries before continuing on in the process.

Click Next

South Dakota
Department of Revenue

Example: Returns with Tax Due

On the <u>Payment Method</u> page you have the option to pay the tax amount due on your CNG Vendor Return. If no tax is due you will not reach this page.

Payment Method ➤

Select the Payment Method you will be using

○ ACH Debit ❓

○ ACH Credit ❓

○ Credit Card VISA MasterCard DISCOVER

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

○ **No Payment at this time.** (Interest will apply to late payments.)

File Preview
EB Summary
Payment Method ➤
Make Payment
Verify Info

Step 1: Choose a Payment Method

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

If you choose to make a payment at a later date select <u>No Payment at this time</u> and click <u>Next</u>.

Back   Next

Step 3: Click <u>Next</u>

South Dakota Department of Revenue

Verify Information ➤

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-CV	**Period:**	01/2016
Name:	WONDER WOMAN CORPORATIONS	**Return Due Date:**	2/23/2016
File Code:	Required Calendar Monthly	**Return Type:**	CV - Original
		Total Tax Due:	$580.00
		Interest/Penalty:	$81.20
		Total Due:	$661.20
		Payment Type:	None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password: ●●●●●●●●●

[Back]   [Submit]

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

South Dakota Department of Revenue

Confirmation Information ➤

Confirmation

Confirmation Number:	115154341694570823
Date Submitted:	Jun 20, 2016 3:15 PM

Return

License:	3000-1000-CV
Period:	02/2016
Return Type:	CV - Original
Return Due Date:	Feb 23, 2016
Total Amount Due:	$661.20

View/Print Full Return

Print   Main Menu

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

South Dakota Department of Revenue

Find additional information and instructions for using EPath at: **http://dor.sd.gov/epath/**

Questions?

Call: **605.773.8178**
Email: sdmotorfuel@state.sd.us